



Step by Step

How To

Delete an Inspection from the Portal

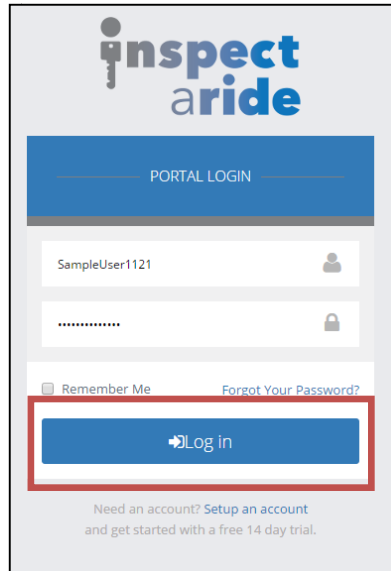
This How To article explains how to delete an inspection from the InspectARide portal

For a complete list of available How To documents visit the Support section of our website: www.inspectaride.com/support/

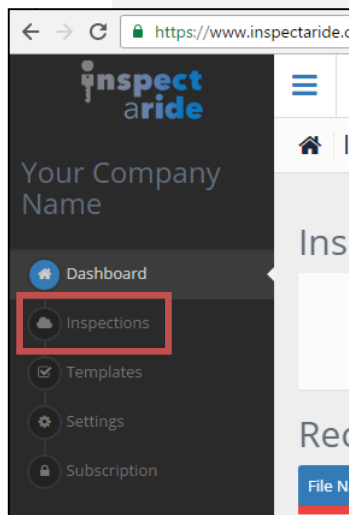
HOW TO: DELETE AN INSPECTION FROM THE PORTAL

You can delete an inspection that is on your cloud from the app or from the portal. Below are the steps for deleting one when in the portal.

1. The first step is to login to the InspectARide portal. This is done by entering your username and password here: <https://www.inspectaride.com/login>

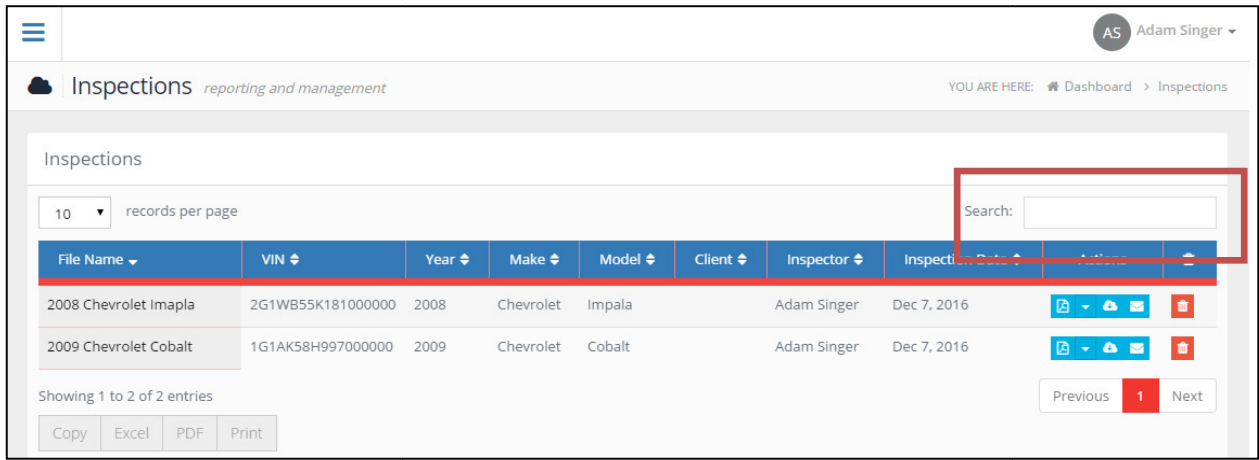


2. Once logged in, go to 'Inspections'.

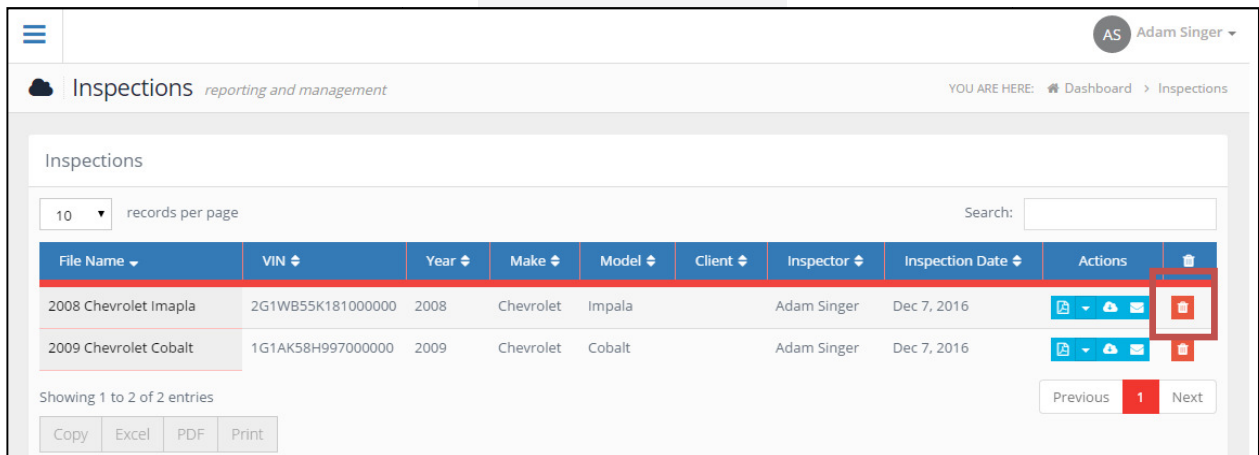


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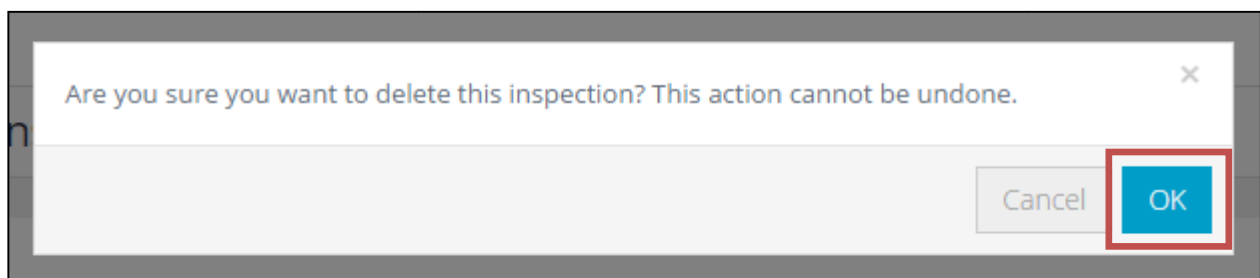
- Here you will see a listing of all your inspections. You'll need to locate the inspection you want to delete from the list. If you have done a lot of inspections you may want to use the 'Search' option to easily find the inspection.



- For this example we will be deleting the inspection on the 2008 Chevrolet Impala that we did on 12/7/16. Now that we have the inspection located we need to tap on the red trash can icon to the right of it.

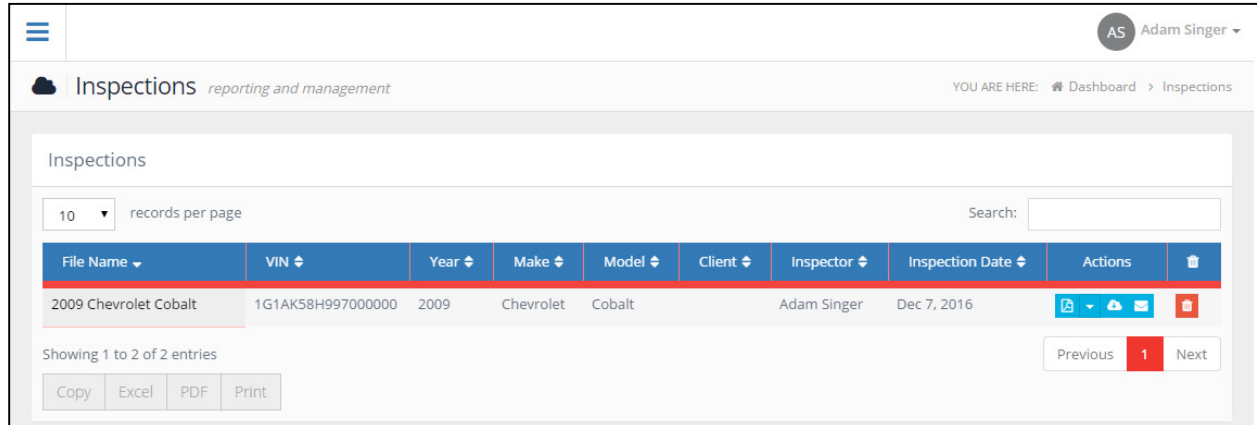


- A message will appear that asks 'Are you sure you want to delete this inspection? This action cannot be undone'. Tap on 'OK'.



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6. The inspection will now be deleted.



The screenshot shows the 'Inspections' section of a web portal. At the top right, the user is identified as 'AS Adam Singer'. The breadcrumb trail indicates the current location: 'Dashboard > Inspections'. The main content area is titled 'Inspections' and includes a search bar and a table. The table has columns for 'File Name', 'VIN', 'Year', 'Make', 'Model', 'Client', 'Inspector', 'Inspection Date', and 'Actions'. A single entry is visible: '2009 Chevrolet Cobalt' with VIN '1G1AK58H997000000', Year '2009', Make 'Chevrolet', Model 'Cobalt', Client 'Adam Singer', and Inspection Date 'Dec 7, 2016'. The 'Actions' column for this entry contains a trash can icon. Below the table, there are pagination controls showing 'Showing 1 to 2 of 2 entries' and buttons for 'Previous', '1', and 'Next'. At the bottom left of the table area, there are buttons for 'Copy', 'Excel', 'PDF', and 'Print'.

File Name	VIN	Year	Make	Model	Client	Inspector	Inspection Date	Actions
2009 Chevrolet Cobalt	1G1AK58H997000000	2009	Chevrolet	Cobalt	Adam Singer	Adam Singer	Dec 7, 2016	